

EMPLOYEE APPEARANCE/DRESS CODE

We are all representatives of the Town and all employees are expected to dress in a professional manner. As part of our jobs, we have regular contact with the public and it is not unreasonable to require employees to dress appropriately and look professional at all times.

Employees must always present a clean, well-groomed, professional appearance and wear clothing free of holes, tears, or other signs of wear. Cologne or perfume should not be used in excess.

We practice business casual dress during our regular office hours. Appropriate business casual dress typically includes slacks or khakis, dress shirt or blouse, tucked-in collared shirt, a dress or skirt, knit shirt or sweater.

The following is a list of examples that are not considered to be business casual dress and should not be worn during working hours. This list is intended to be illustrative only and is not intended to be all-inclusive:

Jeans (all colors)	Spaghetti straps	Sneakers
Cargo pants	T-shirts	Slippers
Stretch pants	Tube tops	Athletic shoes
Mini skirts	Tank tops or halter tops	Athletic clothing
Shorts	Crop tops	Hiking boots
Sweatpants	Beach sandals	Visible undergarments
Sweatshirts		

We cannot address every conceivable question on dress and grooming in a policy of this type. Your supervisor will answer your specific questions. The Town, however, reserves the right to ask any employee improperly dressed to go home and change with loss of pay for the time spent away from the job or to simply advise the employee to refrain in the future from wearing a particular article of clothing which violates the spirit and intent of this work rule.

Violations of this policy may result in discipline, up to and including termination. The Town reserves the right to make limited exceptions to this policy for employees in need of a reasonable accommodation. Exceptions may also be made for employees who work in the field such as the Building Inspector, Conservation Agent, Health Agent and Public Works employees. Requests for a reasonable accommodation or other exceptions to this policy must be submitted to the Town Administrator for approval in advance.